

Administrative Order



Administrative Order No.: 8-2

Title: Use, Care, Control and Disposal of County Property

Ordered: 2/4/1997

Effective: 2/4/1997

Section 1.

AUTHORITY:

Section 4.02 of the Metropolitan Dade County Charter; Chapters 2-11.1(c) and 2-11.2.1 of the Code of Metropolitan Dade County; Chapter 274 of the Florida Statutes; and Chapter 10.400 "Rules of the Auditor General."

Section 2.

SUPERSEDES:

This Administrative Order supersedes previous Administrative Order 8-2 ordered and effective October 5, 1982.

Section 3.

DEFINITIONS:

For purposes of this Administrative Order, the following definitions shall apply:

ASSET NUMBER- A number assigned by the Property Control Office and permanently applied to capital equipment. This number identifies such items as accountable County property and is used as a source of identification for inventory purposes.

CAPITAL EQUIPMENT- All tangible personal property of a non-consumable nature, the value of which equals or exceeds the dollar value definition as defined in Fla. Statute 274.02, and the normal expected life of which is one year or more. These items are not fixed in place and are not an integral part of a structure, facility or another piece of equipment.

CAPITAL INVENTORY RECORD- A computer data base of all capital equipment by organizational code, location and asset number and the supporting office files of the Property Control Office.

CUSTODIAN DELEGATE- A person under the supervision of the Property Custodian who has been empowered with the use, care and immediate control of

capital equipment.

ELIGIBLE COMMUNITY BASED ORGANIZATION- Means a not for profit agency, group, organization, society, association, corporation, partnership or individual that provides a community service designed to improve or enhance the well-being of the community of Dade County at large or to improve or enhance the well-being of certain individuals within this community that have special needs. An Eligible Community Based Organization shall be tax exempt under the provisions of Section 501 of the Internal Revenue Code of 1954 and otherwise be a qualified recipient of surplus property pursuant to Section 274.05 of the Florida Statutes.

EXCESS PROPERTY- Any personal property which is no longer required for the efficient operation of the department where the item is presently located but which may have use to another County department.

FIXED ASSETS MANAGER- Directs the activities of the Property Control Office and is authorized to conduct activities necessary for ensuring the proper use, care, control and disposal of all County personal property.

INVENTORY OFFICER- A senior departmental staff member to whom the responsibility for managing and record- keeping of a department's capital equipment has been delegated by the Property Custodian.

PERSONAL PROPERTY- All tangible property of any kind (both capital and non-capital) except real property. Personal property includes scrap metal suitable for reprocessing.

PHYSICAL INVENTORY- The process of ascertaining that specific items of capital equipment exist and are in locations as specified in the Capital Inventory Record.

PROPERTY - All tangible personal property owned by Dade County of a nonconsumable nature.

PROPERTY CONTROL OFFICE- Office responsible for administering all functional activities related to the use, care, control and disposal of County personal property. Office serves as the point-of-contact for all County offices and the public for these functions and operates under the direction of the Fixed Assets Manager.

PROPERTY CUSTODIAN- A department or agency director to whom custody of County property has been delegated by virtue of his or her position. Property Custodians are held accountable for all capital equipment assigned to them.

SURPLUS PROPERTY- Any personal property that is obsolete or the continued use of which is uneconomical or inefficient or which serves no useful function to any department and is classified as surplus pursuant to Chapter 274 Florida Statutes.

WITHOUT COMMERCIAL VALUE - Surplus property that if offered for sale by County auction or sealed bid sales processes cannot reasonably be expected to receive any offers to purchase from bidders for any monetary amount. Also includes surplus property previously offered for sale which drew no bidding response and which, if reoffered at a subsequent sale, cannot reasonably be expected to produce bids from the sale participants.

Section 4.

POLICY

This Administrative Order is designed to achieve effective personal property management by governing the use, care, control and disposal of property. For County operations to function effectively, all government resources must be managed in such a manner so as to achieve established goals and objectives. Personal property is one of these important resources. It is essential that the use, care, control and disposal of personal property be carried out in the most productive and cost effective manner. It is of particular importance to ensure control by maintaining a high level of managerial emphasis on property accountability. Therefore, department and agency directors have been designated Property Custodians. Property Custodians, and all employees, will take precautions to prevent property loss or damage due to negligence or improper use of County personal property.

Section 5.

RESPONSIBILITIES

5.1 PROPERTY CUSTODIAN RESPONSIBILITIES

The Property Custodian responsibilities include the following:

- a. Ensure that responsibility and accountability for all capital equipment under his/her jurisdiction is delegated to a Custodian Delegate at each address location.
- b. Designate a senior staff member as Inventory Officer.
- c. Initiate an investigation for each incidence of lost, stolen or damaged capital equipment.
- d. Certify the annual capital equipment physical inventory.
- e. Complete a physical inventory of capital equipment and transfer custodian responsibility when there is a change in Property Custodian or Custodian Delegate.

- f. Periodically review and turn-in all excess property.

5.2 INVENTORY OFFICER RESPONSIBILITIES

The Inventory Officer shall coordinate with the Property Custodian for the proper use, care, control and disposal of all departmental property. This individual is directly responsible for the following:

- a. Maintain necessary records to ensure accountability and control of all capital equipment within the department.
- b. Notification to the Property Control Office of any capital equipment acquired by the department that is not identified on the Departmental Capital Inventory Record listings.
- c. Maintain a current control record for each Custodian Delegate in the department. The file should include a signed custody receipt for all capital equipment under each Delegate's control.
- d. Receive and maintain the department's Capital Inventory Record listing.
- e. Maintain control over the movement of all departmental capital equipment and update the Capital Inventory Record as required to reflect intra-departmental location transfers.
- f. Coordinate the department's annual capital equipment inventory and other inventories as required.
- g. Coordinate the turn-in of surplus and excess property.
- h. Perform or coordinate all investigations of lost, stolen or damaged capital equipment.
- i. Maintain control records for property not meeting the definition of Capital Equipment, but which the Property Custodian desires to remain under local accountability control.

5.3 FIXED ASSETS MANAGER RESPONSIBILITIES

The Fixed Assets Manager has been delegated authority for County-wide performance of personal property related functions including the following:

- a. Supervision of the Capital Inventory Record in accordance with Florida Statutes.

- b. Supervision over documentation of the acquisition, transfer and disposal of County capital equipment.
- c. Production of Capital Inventory Record listings.
- d. Re-issue of excess personal property and disposal of surplus personal property.
- e. Supervision of title, tag and registration process for all County motor vehicles and vessels.
- f. Assignment of asset numbers to all capital equipment.
- g. Supervision over annual County-wide capital equipment inventory.
- h. Supervision of spot inventory audits of capital equipment assigned to departments.
- i. Administration of all disposal auctions and sales.
- j. Administration of Dade County's participation in the Federal Surplus Property Program.

Section 6.

Capital equipment and personal property

6.1 CAPITAL EQUIPMENT ACQUISITIONS

Each Property Custodian will ensure that all purchase requisitions for the acquisition of capital equipment are coded with the proper capital sub-object (FAMIS) code and that all requisitions for the purchase of mobile equipment requiring vehicle license tags and/or vehicle Certificates of Title reflect the following instruction to vendors:

Note 1: Application for Certificate of Title and/or Vehicle Registration (HSMV-82040), Certificate of Motor Vehicle Sale Tax Exemption (MVC Form DR-41A), Motor Vehicle Dealer Title Reassignment Supplement (DHSMV 82994), Manufacturer's Statement of Origin to a Motor Vehicle, and the service policy to be made out in the name of:

Dade County, Florida; 2225 NW 72nd Avenue, Miami, Florida 33122. These documents must be dated to coincide with the delivery of the equipment. Send all above papers to: **General Services Administration, Materials Management Division, Capital Inventory Section, 2225 NW 72nd Avenue, Miami, Florida 33122.**

All documents must be properly filled out and completed, signed and notarized by an authorized individual with no strikeouts on any documents. Non-compliance will result in payment delay.

Note 2: The invoice is to be made out in triplicate to the name of the department as indicated on the Purchase Order and mailed to the same address as shown on the Purchase Order. The vehicle key numbers are to be noted on the invoice.

The Property Control Office shall have the responsibility for processing all documentation to the Department of Motor Vehicles for issuance of Certificate of Title and/or Vehicle Registration forms; shall assign all permanent License Tags to the County vehicle fleet; shall maintain all Certificate of Title and Vehicle Registration forms in secure and fireproof safes; and shall process all documentation to the Florida Department of Natural Resources to accomplish vessel registration and annual registration renewals.

No mobile capital asset shall have a permanent Florida License tag issued or an asset number assigned by the Property Control Office unless and until all vendor supplied documents necessary to process Certificate of Title and/or Vehicle Registration have been received and verified by the Title and Tag section of the Property Control Office.

Purchase requisitions for the acquisition of any water operated vessel must contain the following language to the vendor:

Manufacturer's Statement of Origin must be made out in the name of **Dade County, Florida: 2225 NW 72nd Avenue, Miami, Florida 33122**. This document must be dated to coincide with the delivery of the vessel, completed, signed and notarized by an authorized individual with no strikeouts, and sent to:

General Services Administration, Materials Management Division, Property Control Office, 2225 NW 72nd Avenue, Miami, Florida 33122.

The Finance Department will forward copies of all capital equipment related invoices, purchase orders and journal entries to the Property Control Office. The Procurement Management Division will provide information and access to all purchase order data necessary to capture property acquisitions. Blanket and small purchase orders will not be used to acquire capital equipment.

Capital equipment obtained under construction contracts will be reported to the Property Control Office by the County Architect or agency monitoring the contract.

Furniture or equipment fabricated by County labor which, when completed, meets the definition of capital equipment, must be assigned an asset number. Property Custodians responsible for having these items fabricated will provide the description, appraised value and location information to the Property Control Office.

6.2 REQUIRED MARKINGS

All County personal property meeting the capital equipment definition will be marked or tagged by Property Control Office staff with a Dade County asset number. Asset number assignment and placement location will be determined by the Property Control Office. Property Custodians shall ensure that all capital equipment under their control is appropriately marked with an assigned asset number. All County vehicles will have the asset number prominently displayed. County vehicles, with the exception of undercover police vehicles, will also have a permanent County license tag displayed.

6.3 GIFTS TO THE COUNTY

The policy and procedures governing property donated to the County are specified in Administrative Order 1-3. Any donated property that meets the capital equipment definition must be added to the Capital Inventory Record. Individuals authorized to accept property on behalf of Dade County will forward a memorandum describing the property and its appraised value to the Property Control Office. Donated vehicles must be titled to "Dade County, Florida", and must receive the appropriate County markings before being placed into service.

6.4 RELOCATION OF CAPITAL EQUIPMENT

Capital equipment is generally assigned to a particular division, office or program within a department, and would normally be expected to remain there for its useful life. However, transfers of equipment may be made within the department (intra-department) between General Fund index codes at the discretion of the director (Property Custodian) of the department. The Inventory Officer shall keep a record of all such transfers and update the Capital Inventory Record as required. Transfers outside the departmental boundary (inter-departmental) are not permitted. All departmental excess property is to be identified on Property Action Forms to the Property Control Office which will re-issue to County departments or process for disposal.

6.5 PHYSICAL INVENTORY

An annual physical inventory of all capital equipment must be completed for each department and agency. A Capital Inventory Record listing and complete procedural instructions will be distributed to all Property Custodians for this purpose. The results will be forwarded to the Property Control Office within sixty (60) calendar days from receipt of the listing. The Property Custodian will certify that the capital equipment

physical inventory has been completed and that all items charged to the department have been accounted for.

Incoming or newly designated Property Custodians must certify that the capital equipment coming under their control is accounted for. Therefore, it is necessary that an inventory be conducted whenever there is a change in Custodians or Custodian Delegates.

6.6 CANNIBALIZATION OF UNSERVICEABLE CAPITAL EQUIPMENT

No County capital equipment shall have parts or accessories removed without requesting prior written authorization from the Property Control Office. This does not apply to items of equipment (such as sirens, radios, etc.) which are removed from retired vehicles. Removal of parts is only to be considered if it is in the best interest of the County to do so and therefore must be fully justifiable. Cannibalization must be restricted to equipment that is unserviceable or uneconomical to repair. Upon request, equipment will be surveyed by the Property Control Office and may be released for cannibalization. Capital equipment will be deleted from the Capital Inventory Record only upon adherence with this procedure.

6.7 DELETION OF NON-CAPITAL LISTED ASSETS

The Fixed Assets Manager is authorized to delete from the active Capital Inventory Record property that no longer meets the current dollar value definition for capital equipment, as specified and amended by Florida Statute 274. Such assets will be transferred to the archived portion of the Capital Inventory Record.

6.8 UNLOCATED ASSET DELETION

The Fixed Assets Manager is authorized to delete from the active Capital Inventory Record assets which have been reported as "unlocated" on three successive annual physical inventories, and which have a depreciated dollar valuation of "zero", when generally accepted depreciation schedules for that classification of asset are applied. Such assets will be transferred to the archived portion of the Capital Inventory Record and will be restored to the active portion of the record when located. A Police Report must be filed by the Property Custodian in all instances where property is not located during the annual re-inventory.

6.9 FEDERAL SURPLUS PROPERTY

The Federal Surplus Property Program is administered by the Fixed Assets Manager who is authorized to select and accept Federal surplus property on behalf of the County. Determinations as to the usability, allocation and distribution of available Federal Surplus property are the responsibility of the Fixed Assets Manager.

Section 7.

USE AND CARE OF COUNTY PERSONAL PROPERTY

7.1 USE OF PERSONAL PROPERTY

All personal property owned by the County will be used exclusively for the benefit and in the best interest of the County. All County property will be used for the purpose of and in the manner that it was intended. County property may only be used by employees in direct performance of County business.

7.2 CONTROL OF PERSONAL PROPERTY

Each Property Custodian is responsible and accountable for the control and custody of all property assigned to his/her department, and therefore must acknowledge such responsibility in writing at the time they assume their position and annually thereafter by certifying that the capital equipment under their control is fully accounted for in the Capital Inventory Record.

Additionally, all supervisors are directly responsible for the control and custody of property under their supervision. Property Custodians shall establish internal control systems to ensure adequate safeguards to prevent loss, damage or theft of County property.

7.3 CARE OF PERSONAL PROPERTY

Personal property shall not be left unattended and must be secured when not in use. County personal property must be properly maintained by ensuring performance of periodic maintenance, servicing and repairs, as needed, in order to protect the County's investment in these assets.

7.4 STOLEN, LOST, DAMAGED OR DESTROYED PERSONAL PROPERTY

Stolen, lost, damaged or destroyed personal property will be immediately reported to the appropriate section head, division director and Property Custodian. A police report must be filed for these occurrences. The description, County asset number and serial number (if any) for each capital equipment item must be included in the police report. In all cases where capital equipment has been stolen, lost, damaged or destroyed, the investigation procedure contained in Section 7.5 must also be followed.

7.5 INVESTIGATION

Relief from accountability for property loss or damage must be obtained from the Property Control Officer. The Property Custodian shall appoint a neutral staff member to investigate circumstances surrounding each loss of or damage to capital

equipment. the process shall be initiated within five (5) working days of the incident so that the investigation can be completed while persons involved are available and facts are clear.

The results of the investigation will be furnished to the Property Custodian within five (5) working days with a recommendation as to whether employees should be found negligent and subject to disciplinary action. The Property Custodian will determine the appropriate action and forward to the Property Control Office a copy of the investigation results, police report and a request to delete the equipment from the department's Capital Inventory Record.

Section 8.

EXCESS PROPERTY TURN-IN AND RE-ISSUE

8.1 TURN-IN/EXCESS PROPERTY

Property Custodians will periodically review personal property under their control and designate as excess those items which are no longer needed. Inventory Officers will forward a Property Action Form (160.01-30) providing full description and condition (including asset number and serial number for capital equipment) of the property to the Property Control Office which will survey the property and provide disposition instructions. The department declaring property as excess is responsible for delivery of the property to the depot designated by the Property Control Office or arranging with the Property Control Office for moving services. Upon receipt of the property at the depot, capital equipment will be transferred from the Departmental Capital Inventory Record into the depot's record.

8.2 TRADE-INS

Departmental excess Capital Equipment that is being replaced due to poor operating condition and/ or obsolescence by technological advancements should be used as a trade-in to reduce the purchase price of the replacement equipment, whenever possible. The Property Control Office will provide an estimate of the sales revenue reasonably expected from disposal of the item as a guide as to whether trade-in versus disposal sale is in the best monetary interest of the County.

8.3 RE-ISSUE

The Property Control Office will retain for County re-issue at its Hialeah disposal facility those assets found to be in serviceable condition and for which a demand for re-issue to County departments can be expected. Other governmental units within the County as well as Eligible Community Based Organizations shall be afforded equal participation opportunity to review and select from this material on the same basis as County offices.

8.4 SCRAP METAL RECOVERY

All scrap ferrous and non-ferrous metal generated during the course of County business is County property and must be disposed of for the benefit of Dade County. Departments will develop internal procedures to accumulate scrap metals and will notify the Property Control Office by transmittal of a Property Action Form when sufficient quantities are available for on-site sale or movement to the Hialeah disposal facility.

Section 9.

SURPLUS PROPERTY DISPOSAL PROCESS

9.1 POLICY

Property which has been determined by the Property Control Office to be surplus to County needs shall be disposed of in accordance with applicable provisions of the Florida Statutes and the Code of Metropolitan Dade County utilizing a variety of disposal methodologies.

9.2 MAILING LISTS

The Property Control Office shall maintain mailing lists of interested potential bidders for the various categories of surplus property commonly disposed of by the County, such as:

1. Light Vehicles: cars, pickup trucks, vans, motorcycles.
2. Junk Vehicles: light vehicles for which a Florida Salvage Title has been issued, used vehicle parts.
3. Heavy Vehicles: trucks, tractors, fire engines, construction vehicles, trailers for hauling.
4. Trailers: mobile homes and office type.
5. Busses: transit coaches, busses, bus parts.
6. Furniture and Fixtures: office furniture, plumbing fixtures, lighting fixtures, building and construction materials.
7. Equipment: medical, maintenance, shop, lab, office, computer, photographic, electrical, electronic, construction, kitchen, machinery, telephone, radio.
8. Boats and Aircraft: boats and boat trailers, helicopters, fixed-wing aircraft.

9. Scrap Metal: copper, brass, aluminum, ferrous metal.

9.3 NOTICE TO GOVERNMENTAL UNITS

The Property Control Office will maintain a mailing list of governmental units located within Dade County and will mail a "Notice of Governmental Sale" giving these governmental units the right to make a "first offer" on the particular item of surplus being disposed of by Dade County prior to making the item available through a public disposal process.

9.4 NOTICE TO ELIGIBLE COMMUNITY BASED ORGANIZATION

The Property Control Office will maintain by surplus category mailing lists of Eligible Community Based Organizations that have expressed interest in acquiring surplus property and will mail a "Notice of Sale To Eligible Community Based Organizations" to each organization giving these organizations the right to inspect and make an offer to acquire the particular item during a time period which will begin immediately after expiration of the offer period established for governmental units.

9.5 DONATION BY COUNTY COMMISSION

Any item of surplus property identified by the Board of County Commissioners for donation to governmental units or Eligible Community Based Organizations shall be withdrawn from further sales activity pending Commission action.

9.6 PROPERTY WITHOUT COMMERCIAL VALUE

Property determined by the Property Control Office to be without commercial value shall be offered to Eligible Community Based Organizations prior to being abandoned or discarded. Any proceeds derived from the sale of such items will be placed in a restricted fund to benefit Eligible Community Based Organizations, as mandated by Chapter 2-11.2.1, County Code.

Departmental Inventory Officers will establish a reasonable viewing period for Eligible Community Based Organizations to inspect property under this section that is located on departmental premises and not located at the GSA Hialeah disposal facility. Viewing times at the GSA Hialeah disposal facility will be during the normal daily hours of operation.

9.7 DISPOSAL SALES TO PUBLIC

Surplus Property not disposed of by methods described in Sections 9-1 thru 9-6 will be disposed of by the methods prescribed by Florida Statutes 274.06.

9.8 RULES OF DADE COUNTY AUCTION SALES

Auction Sales for disposal of light vehicles are conducted under the following rules published on all Auction Sales Notices:

1. Sale will be to the highest bidder. The bidding is open, competitive and progressive. You must be 18 years of age or older to bid on, or purchase a vehicle.
2. All property is sold "As is-Where is" with no guarantee written, express or otherwise. No representation is made as to the equipment present on any vehicle. Inspect the vehicles before bidding **as all sales are final and there are no refunds**. Vehicles which were used as police vehicles have been designated as such on the sale list. Spare tires may or may not be included with vehicle.
3. The Auctioneer's decision is final as to who is the item high bidder.
4. If the Auctioneer designates you as an item high bidder, you will have entered into a verbal contract to buy the vehicle. You must immediately come forward and sign a Bid Receipt Form, acknowledging your bid. When you bid, make sure that the vehicle you want to purchase is the actual vehicle being auctioned.
5. Terms of sale are cash or Cashier's Check. No other form of payment will be accepted. Full payment or a deposit of \$200 per vehicle **MUST** be paid before 12 noon on the auction day or you will not be permitted to purchase your vehicle. Any balance due must be paid not later than 12 noon on Tuesday immediately following the auction or you will forfeit your deposit. No payment will be accepted after the balance due time period has passed.
6. You will be given the vehicle title when you complete payment. The title will only be as- assigned to the identical name that you designate on the bid receipt form. Be sure that the name you provide on the bid receipt form is accurate because it will be used to establish the "purchaser" for vehicle title transfer **with no exceptions**.

6.1 Notice to Dealer: Motor Vehicle Dealers operating under provision of Florida Statutes, Chapter 320 must present a current copy of their Florida Dealer's License to the Auction Manager prior to the start of the Auction in order that the vehicle sales price is not entered onto the certificate of title {Florida Statute 319.22(4)}. Dealers are encouraged to ensure that a current copy of their Motor Vehicle Dealer's License is on file with GSA Materials Management Division, or provide a copy prior to the auction start, to allow Dade County to utilize the provisions of Chapter 319.22 (4) in the title transfer process.

7. Vehicles to be auctioned that are parked along the fence and which are marked with the letters "N/R" on the windshield are non-operational and do not run. Substantial repairs may be required to make these vehicles operational.
8. You must remove your vehicle immediately after full payment. Removal of vehicles is restricted to 10:00 AM to 3:00 PM on the Saturday of the sale, and 7:00 AM to 3:00 PM Monday - Wednesday. Vehicles must be removed by Wednesday following the sale. Show the vehicle title and the "Paid in Full" Official County Receipt to the shop personnel to obtain your vehicle and keys. The County will not be responsible for loss or damage to the vehicles after they are sold as evidenced by the assignment of title.
9. If you hire a tow truck to remove your vehicle, the driver must have **a copy of the "Paid in Full" Official County Receipt and a copy of the title** in order for the vehicle to be released for removal.
10. Any changes to the listing of sale vehicles will be announced at the auction.
11. General Services Administration Department employees, their families, and agents acting on the employee's behalf are not eligible to bid on County-owned vehicles.
12. The County reserves the right to reject any or all bids and to remove or re-offer any items listed for sale.

This Administrative Order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

Armando Vidal, P.E.
County Manager